

Steps to Processing Assistance Agreements

Prior to any new agreement – (Total timeline: 8-12 weeks)

- Step 1** Program Officer (PO) submits Statement of Programmatic Involvement (SPI) for the proposed project.
- Step 2** Grants Management Officer (GMO) and Procurement Analyst (PA) review and approve SPI. (Timeline: 2 weeks, 3 weeks if over \$100k)
- Step 3** PO submits Notice of Funding Availability (NOFA). (Timeline: 1 hour)
- Step 4** GMO posts opportunity in Grants.gov. Announcement is posted for two to four weeks. (Timeline: posted for 2-4 weeks)
- Step 5** Potential partners submit grant application package through Grants.gov during the posting period. (Timeline: posted for 2-4 weeks)
 - a) Potential partner must register with Dunn and Bradstreet (D&B) and in the Central Contractor's Registration (CCR.gov) prior to submitting proposal into Grants.gov. Partner cannot proceed further in Grants.gov without completing this step.

Grant Application Review and Selection

- Step 7** PO reviews grant applications for meeting application criteria outlined in the posting announcement. (Timeline: 1 week)

Procurement Processing of Individual New Projects (see below for ongoing projects)

- Step 8** PO submits Technical Evaluation of Application.
- Step 9** GMO completes staff review and PO completes approvals in eGrantsPlus.
- Step 10** GMO develops Assistance Agreement and mails an original to the recipient for signature. Upon receipt of Assistance Agreement signed by recipient, GMO signs and fully executes the Assistance Agreement. (Timeline: 1 week)
- Step 11** Recipient registers in Automated System for Agreement Payments (ASAP). Recipient draws funds from ASAP. Recipient then submits financial reports (FFR-425) quarterly and performance reports annually.

Modifications to existing Agreements – (Total timeline: 4-6 weeks)

- Step 1** The PO updates the NOFA. (Timeline: 1 week)
- Step 2** GMO posts opportunity in Grants.gov. Announcement is posted for two to four weeks. (Timeline: posted for 2-4 weeks)
- Step 3** Partners submit a revised application package through Grants.gov during the posting period. (Timeline: posted for 2-4 weeks)

- Step 4** PO submits Technical Evaluation of application. GMO completes Cost Analysis of application. *(Timeline: depends on PO response time)*
- Step 5** GMO issues an amendment to the agreement. *(Timeline: 1-2 weeks)*
- Step 6** Recipient submits payment request through ASAP.

List of Forms and Reporting Requirements for Partners with New Projects:

- Submission of Application and Proposal in Grants.gov (SF-424, SF-424A, SF-424B are included in the application package. Lobbying form (LLL Form) is also included.
- Award Document (1511-1)
- Submission of financial reports (FFR-425)
- Submission of Annual and Final Performance reports
- Submission of application forms for any additional funding requests.

List of Forms and Reporting Requirement for BLM Project Sponsors with New Projects:

- Statement of Programmatic Involvement (SPI)
- Notice of Funding Availability (NOFA)
- Technical Evaluation of Application

Summary

Prior to any new agreement – (Total timeline: 8-12 weeks)

1. PO submits Statement of Programmatic Involvement (SPI) for the proposed project.
2. PO submits Notice of Funding Availability (NOFA)
3. Grants Management Officer (GMO) and Procurement Analyst (PA) review and approve SPI.
4. GMO posts opportunity in Grants.gov.
5. Potential partner registers in DNB, CCR, and Grants.gov. Applicant then submits application package through Grants.gov.
6. PO reviews grant applications for meeting application criteria outlined in the posting announcement.
7. PO submits Technical Evaluation of Application.
8. GMO completes cost analysis of application.
9. GMO develops and issues Assistance Agreement.
10. Recipient submits payments requests through ASAP and reports quarterly with the FFR-425.

Modifications to existing Agreements – (Total timeline: 4-6 weeks)

1. PO amends NOFA
2. GMO posts to Grants.gov.
3. Recipient submits application.
4. PO submits Technical Evaluation of application. GMO completes Cost Analysis of application.
5. GMO develops and issues Amendment to the Agreement.
6. Recipient submits payments requests through ASAP and reports quarterly with the FFR-425.